



# CITY OF ATLANTA

## Job Announcement

### BENEFITS REPRESENTATIVE, SENIOR

**STARTING SALARY: \$36,326**

**SALARY GRADE: 17**

**Applications Accepted From: August 1, 2005 until August 12, 2005**

#### **Minimum Requirements**

Associate's degree in Business/Public Administration or related field required; five years of experience in communicating and processing employee benefits information; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

#### **Duties of the Job**

This employee counsels current and retired city employees on health insurance, life insurance, and other benefits. Duties include reviewing and processing insurance enrollment applications; verifying insurance plan eligibility and premiums; calculating and preparing refund requests based on changes in dependent coverage, overpayment of premiums, etc.; maintaining and updating computerized benefits records; responding to questions, complaints, and requests for information; acting as a liaison between employees/retirees and insurance representatives in resolving complex issues regarding insurance benefits, policies, and procedures; assisting with employee orientation and open enrollment sessions; monitoring COBRA enrollments, terminations, and billings; and performing other duties as assigned.

#### **To Apply For This Position**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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**The Examination for This Job Will Consist of an Evaluation of Applicant Training and Experience.**

**Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.**